

Executive Administrator Report

Carol Moreland, MSN, RN

December 2019

NCSBN Upcoming Meetings:

- 2020 NCSBN Midyear Meeting is March 3 – 5 in Boston, MA
 - March 3 is Leadership Day for Board President and Executive Administrator
 - Attendees: Patsy Zeller, Carol Moreland, _____
- 2020 APRN Roundtable is April 7 in Rosemont, IL
 - Attendee: _____
- 2020 Discipline Case Management Conference is June 1 – 3 in Greenville, SC
 - Attendee: Linda Davies
- 2020 Annual Meeting is August 12 – 14 in Chicago
 - Board President and Executive Administrator are voting delegates
 - Attendees: Patsy Zeller, Carol Moreland, _____
- 2020 NCSBN NCLEX Conference is September 14 or 15 in Alexandria, VA (offered twice)
- 2020 NCSBN Scientific Symposium is October 5 in Chicago, IL
- 2020 NCSBN Future of Research Form is October 6 – 7 in Chicago, IL
- Executive Officer & Attorney Forum is January 12, 2021 in Scottsdale, AZ
 - Attendee: Carol Moreland
- 2021 NCSBN Midyear is March 9 – 11 in Seattle, WA
 - Attendees:
- 2021 NCSBN Annual Meeting is August 18 – 20 in Chicago, IL
 - Board President and Executive Administrator are voting delegates
 - Attendees:

Budget:

- Division of Budget made no changes to the FY 2020 & 2021 budget I submitted
- Includes \$20,000 for AAG legal counsel for FY 2020, AG's office will re-evaluate the cost each year, based on usage
- Includes \$103,500 transfer from fee fund for K-Tracs for both years

Regulation Revisions:

- IV Therapy Regulations
 - Public comments received in packet
 - No public comments at Public Hearing
 - Adoption of proposed regulations is on the agenda
- Proposed changes to the APRN regulations that will allow an APRN to make their APRN license inactive – requested changes made and sent back through process

- Undergraduate nursing program regulations – requested grammatical changes from Department of Administration have been made and sent back through process
- LMHT education program – in Education Committee’s packet for final review
- Graduate nursing program regulations – on hold presently

Meetings Attended:

- NLC Commissioner Meeting August 20 in Chicago
- 2019 NCSBN Annual Meeting on August 21 – 23 in Chicago
- Attended the Joint Claims Against the State Hearing on September 26. The Committee reviewed a claim against KSBN. B. Benedict, AAG presented KSBN’s response and I answered questions from the Committee members. The claim was denied.
- Attended agency System Automation MLO upgrade training
- 2019 NCSBN Leadership & Public Policy Conference, October 2 – 4 in Atlanta
- Assisted with the site visit at Larned State Hospital on October 22 for Osawatomie State Hospital to have a satellite campus for their MHT program
- Assisted with the site visit at Rassmussen College’s BSN program on October 29 & 30
- Non-Cabinet Agency Head meeting

Agency Updates:

- Board member vacancies: presently we have two public board members, one RN board member and one LPN board member vacancies. There will be three Board members’ terms that end on June 30, 2020: Rebecca Sanders (has served one term), JoAnn Klaassen (has served two terms) and Tracie Thomas (has served part of an open term).
- Agency vacancies (strategic plan, priority 2): Document scanner for investigative division, front receptionist for licensing division, two Investigator positions in investigative division.
- Process for follow-up on Board member emails (strategic plan, priority 3): It is occurring more frequently that one nurse/applicant/consumer emails several Board members the same email. Board members check their emails at different frequencies. The preferred practice is for Board members to forward the emails to agency staff to follow-up so there is a consistent answer coming from the agency. The process that usually occurs is the Board member forwards the email to me and I either answer it or forward it to the appropriate staff member in the agency to answer. Two questions about this process: 1) do all Board member forward them to me, and 2) should the Board member emails be posted on our website?
- Access to Agency Policy: To ensure the safety of agency staff and maintain security of agency records, I have developed a policy that outlines the process for staff to follow when anyone wants access to our agency. It outlines the following process for Board members accessing our agency: Board members coming into the agency should have their badge with their name and title of Board member to identify them. They should be let into the agency to hold committee meetings or meet with staff. Is this acceptable for the Board

members? The draft of the policy is attached to my report. It has been reviewed by the agency Leadership Team and will be finalized after Board review and feedback.

- On-line licensure applications: The Conversion licensure applications (converting from single-state to multi-state) have been available on-line. Receiving licensure applications on-line helps to streamline the process for licensing staff. The applicant enters their information, so it decreases the chance of error of a staff member entering the information. When an on-line application is reviewed by other divisions in the agency it can be viewed electronically so there is less paper (renewal apps). FY 19 audits revealed we received 142 paper APRN applications compared to 1549 on-line APRN applications. I have attached a document from the NCSBN Member Board report that shows the trend nation-wide for applications to be on-line. Agency staff would like to pilot having the APRN applications available on-line only starting January 1, 2020.
- Board and Committee member orientation (*strategic plan, priority 2*): The Agency Leadership team is working on offering this orientation via Zoom instead of offering it on the Monday of Board week. Planning to offer the first of December.
- HB 2412 (full practice authority for APRNs) (*strategic plan, priority 1*): Communicated proposed language changes with Chair of APRN committee. Communicated with Nicole Livanos at NCSBN regarding feedback received. Continue to communicate with Marilyn Douglass from KAPN regarding progress and answer questions. Revised agency fiscal impact and placed on APRN Committee agenda as requested.
- IV therapy verification in Nursys: we are exploring options to get the IV therapy certification information in Nursys
- Agency record retention (*strategic plan, priority 2*): KSBN has been on an agency-wide endeavor to increase our document imaging footprint for all departments. I attended the State Records Board Meeting on October 17 to discuss the requested change to our record retention schedule for abandoned applications. The change was approved. That is the only change we presently need with our agency record retention schedule. 1,236 investigative/discipline agency records have been scanned, entered into our image system and shredded. Maintaining the files electronically will save staff time in retrieving the files from the Mills building and save the agency the expense of renting the space in the Mills building.
- NLC Implementation: will update when we get to it on the agenda
- Monitor fiscal impact of NLC implementation (*strategic plan, priority 2*): Continue to monitor monthly agency financial reports. No decrease in agency fee fund since implementation of NLC on 7/1/19.

Other projects:

- U.S. Department of Education re-approval application for recognition to accredit nursing programs was submitted on June 30. Submitted additional documentation for two areas in which they wanted more information. Decision will be made at their February 2020 meeting.
- Completed NCSBN's ICRS Leadership and Public Policy Module.

Kansas State Board of Nursing Policy

Access to the Agency Office

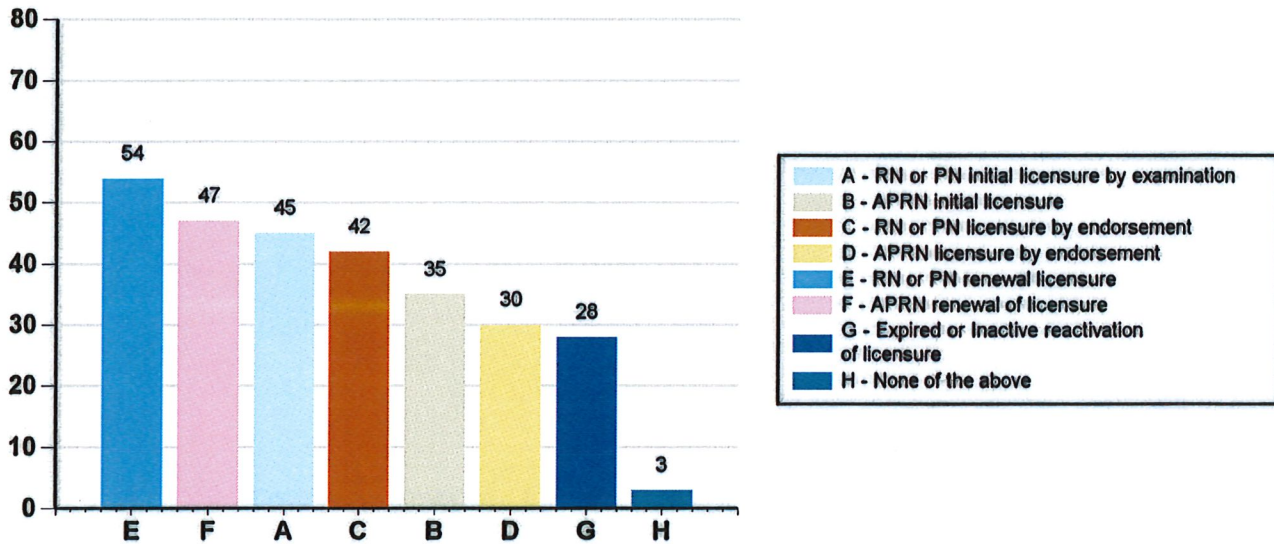
Purpose: To ensure safety of agency staff and security of agency records

Policy:

1. Agency staff will access the agency office with state ID cards that are coded with access to agency doors. Staff are coded to access the agency Monday through Friday from 6 am to 6 pm. Any staff needing access during additional hours must have permission from the Executive Administrator before access times are changed. Any staff member who loses their state ID card shall notify the Director of Operations or Executive Administrator promptly.
2. The Criminal Background Reports must be kept in a locked file cabinet any time the licensing staff member responsible for fingerprints is not in the office with the Criminal Background Reports.
3. Criminal Background Reports that have been checked out to a staff member in the Investigative Section or Discipline Section must not be left on desks. The reports should be kept in files with the cases or returned to the Licensing staff member responsible for fingerprints.
4. Regular visitors doing business with KSBN need to be identified and then allowed to enter the agency. This includes: central mail, shredding company, and facilities management doing vacuuming or trash pick-up. The staff member at the front desk can identify these regular visitors before the agency door is unlocked to let them in.
5. Business visitors that need access to the agency for maintenance work need to sign in and state their purpose of visiting the agency. The staff member at the front desk can call the Director of Operations, IT personnel, Executive Administrator or Executive Assistant to assist the visitors to get started on their assignment within the agency. If the scheduled work is communicated to the Director of Operations or Executive Administrator prior to the visitor arriving, this will be communicated to all staff.
6. Vendors doing business in the agency must sign in each day they are doing business in the agency. The front desk staff will notify the staff member who is working with the vendor. The vendor will wait in the lobby until the staff member comes up to get the vendor. The staff member will give the vendor a *Visitor Badge*, record the badge number and escort the vendor to the location in the agency the vendor needs to be. Vendors wearing a *Visitor Badge* may leave and come back into the agency unescorted while the vendor is doing business with the agency. It is the responsibility of the staff member working with the vendor to inform the vendor and monitor this type of visitor. The *Visitor Badge* should be turned in when finished conducting business in the agency.

7. State employees doing infrequent work within the agency, such as lock dept. staff or facilities management relocating walls, etc. They should sign in and state their reason for needing access to the agency and the staff member who arranged the work order. The staff at the front will notify the Director of Operations, IT staff, Executive Administrator or Executive Assistant to come and escort the worker to the location within the agency in which the work will take place. This staff member should explain when the work order is submitted the process for access to the agency, so the worker is aware of the process before arriving. If this person is in the agency for more than one day doing work, it is acceptable for the person to be given access for the subsequent days the work is taking place.
8. Visitors coming to meet with an agency staff member will sign in and wait in the lobby. The staff at the front desk will notify the staff member who will come to the front, get a *Visitor Badge* for the visitor and escort the visitor to the location they will be meeting. After the meeting is completed and the visitor is leaving, this staff member is responsible for retrieving the *Visitor Badge* and ensuring the visitor signs out.
9. Board members coming into the agency should have their badge with their name and Board member to identify them. They should be let into the agency to hold committee meetings or meet with staff.
10. *Visitor Badges* will be kept by the front desk. It is the responsibility of any staff member who has a visitor to ensure the visitor has a *Visitor Badge* and for retrieving the badge when the visitor leaves the agency.
11. Non-employees of the agency are to enter and leave the agency only through the front door and not be let in through the lobby side door leading to the Investigative section or the outside door from the break room.
12. It is the responsibility of staff bringing visitors into the agency to escort the visitors while they are in the agency. Visitors should not be left to wander the halls unescorted unless stated in #5 through #7 in this policy.
13. Family members of agency staff are permitted access when escorted by the staff member.
14. Any exemptions, changes, or special events must be authorized or made by the Executive Administrator.

Q12. Can licensure applications be submitted online? (Check all that apply)



Responses	Jurisdictions	Number of Boards	Percentage of Boards Responding
RN or PN initial licensure by examination	AL, AR, AZ, CA-RN, CA-VN, CO, CT, FL, GA, IA, ID, IL, KS, KY, LA-RN, MA, MD, ME, MI, MN, MS, MT, NC, ND, NE, NH, NJ, NM, NV, NY, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VA, VT, WI, WV, PN, WY	45	78%
APRN initial licensure	AL, AR, AZ, CA-RN, CO, CT, FL, IA, ID, IL, KS, KY, LA-RN, MA, ME, MI, MN, MS, MT, NC, NH, NM, NV, OH, OK, PA, SC, SD, TN, TX, UT, VA, VT, WV-RN, WY	35	60%
RN or PN licensure by endorsement	AL, AR, AZ, CA-RN, CA-VN, CO, CT, FL, IA, ID, KS, KY, LA-RN, MA, MD, ME, MI, MN, MS, MT, NC, ND, NE, NH, NJ, NM, NV, NY, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VA, VT, WI, WY	42	72%
APRN licensure by endorsement	AL, AR, AZ, CA-RN, CO, CT, FL, IA, KS, KY, LA-RN, MA, ME, MI, MN, MS, MT, NC, NM, NV, OH, OK, PA, SC, SD, TX, UT, VA, VT, WY	30	52%
RN or PN renewal licensure	AK, AL, AR, AZ, CA-RN, CA-VN, CO, CT, DC, DE, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA-PN, LA-RN, MA, MD, ME, MI, MN, MO, MS, MT, NC, ND, NE, NH, NJ, NM, NV, NY, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VA, VT, WA, WI, WV-PN, WV-RN, WY	54	93%
APRN renewal of licensure	AK, AL, AR, AZ, CA-RN, CO, CT, DC, DE, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA-RN, MA, ME, MI, MN, MS, MT, NC, ND, NE-APRN, NH, NJ, NM, NV, NY, OH, OK, OR, PA, SC, SD, TN, TX, UT, VA, VT, WA, WV-RN, WY	47	81%
Expired or Inactive reactivation of licensure	AL, AR, AZ, CA-RN, CA-VN, IA, ID, IN, KS, KY, LA-RN, MA, MI, MN, MS, MT, NC, NM, NV, OH, OK, OR, TN, VT, WI, WV-PN, WV-RN, WY	28	48%
None of the above	CNMI, GU, VI	3	5%